



Coastal Management Specialist

Gloucester, MA

The Baldwin Group, Inc. (TBG) (www.tbgroupconsultants.com) seeks a talented individual with a background in coastal management or marine spatial planning to support our contract with the NOAA Coastal Services Center (www.csc.noaa.gov) in their efforts to assisting with regional planning for ocean and coastal marine spatial planning (CMSP). NOAA is bringing its existing scientific capabilities to the marine spatial planning process at both the national and regional levels. The Administration's National Ocean Policy establishes 9 Regional Planning Bodies (RPB) to implement the CMSP framework, of which the Northeast is one, while membership on each regional planning body is reserved for federal, state, tribal, local and fishery management council entities with authorities relevant to CMSP.

This position will support the Northeast Regional Planning Board (RPB) in their efforts to develop a regional coastal and marine spatial plan for Northeast waters. In the interim before the RPB is formed, it is understood that the contractor would support necessary communication and organizational needs of the Northeast Regional Ocean Council (NROC) where they directly overlap and need to be integrated with the form and function of the RPB. Once formed, there will continue to be a significant need to connect RPB and NROC efforts in terms of coordinating internal and external communication, supporting shared projects, linking organizational structures as needed, and coordinating products to meet the deliverables outlined by the National Ocean Policy.

These services shall be provided on a full-time basis for the period of one year.

Duties

Assist NOAA's Regional CMSP Lead (and designated Northeast Federal Co-lead) to serve on the NE Regional Planning Body (RPB) outlined in the National Ocean Policy's CMSP Framework. Serve as lead staff on the Executive Secretariat, and assist the federal, State and Tribal Co-Leads to convene and organize progress of the Regional Planning Body. Specific tasks can include:

- Assist in the design and implementation of the regional CMSP planning processes
- Assist Federal Co-lead in standing up and co-leading Regional Planning Body comprised of federal, state and tribal members through communication to members, agenda development and background materials for meetings, administrative and logistical details in organizing and convening RPB, and development of a work plan for achieving a timely process for advancing CMSP in Northeast per steps laid out in the Executive Order
- Assist in forming and nurturing committee structure under RPB
- Engage agency representatives, scientists and stakeholders in identifying regional objectives for CMSP
- Organize and Convene Regional Advisory Committee (if desired by RPB)

- Assist in organizing NOAA's engagement with the regional CMSP effort
- Develop communications materials for Regional Planning Body effort for benefit of its members, Northeast Regional Ocean Council, partners, and stakeholders
- Assess NOAA's existing capacity and knowledge gaps needed to support the regional CMSP effort and compile into formal capacity assessment. Serve as point of contact to compile similar assessments from other federal agencies
- Assist in designing a "Development Agreement" or charter for RPB, circulating drafts and capturing comments from members and stakeholders, as appropriate
- Assist regional ocean planning engagement efforts where they benefit RPB, such as helping to organize and facilitate NROC public listening sessions in each NE state, as well as focus groups with industry sectors

Required Qualifications

- MS or equivalent experience in a marine science or related field
- Superb organizational skills, ability to multi-task and work well under pressure of short turn-around times and deadlines to serve as lead staff on the as Executive Secretariat of NE Regional Planning Body
- Excellent written communication skills and working well in a team setting are required
- Expertise in organizing government directed or advisory bodies comprised of multiple parties, organizing large meetings open to the public, orchestrating frequent communication among team members, and tracking progress of deliverables and milestones
- Demonstrated skill in navigating a politically complex landscape and experience in dealing with controversial issues and in highly charged environments
- Able to capture concise and objective meeting decisions, actions and disputes
- Experience working with NOAA and Northeast coastal and ocean professional community is preferred
- Facilitation skills a plus

Apply online at <http://www.tbgroupconsultants.com>